

**LUNA COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING MINUTES**
Tuesday, August 9, 2022 @ 10:00 am
LCC Student Success Center Board Room
366 Luna Drive, Las Vegas, New Mexico

Call Meeting to Order and Establish a Quorum

Roll Call

Present: Chairman Dr. Gilbert Sena, Madam Vice Chair Dianna Medrano, Madam Secretary Louise L. Portillos (Zoom), Trustee Mark Dominguez, and Trustee Dr. Phyllis Martinez, Trustee Kenneth Medina, and Trustee Rosalie Ortega

Also Present: Interim Vice President of Instruction and Student Services, Dr. Dani Day; Vice President of Finance and Administration, Kathy Romero; and Executive Administrative Assistant to President Dr. Edward Martinez, Anna Garduño. Others present: IT Director, Greg Salazar and Information Specialist, Ray Baca.

Pledge of Allegiance

Dr. Dani Day led the Pledge of Allegiance.

Approval of the Agenda

Trustee Dr. Phyllis Martinez made a motion to approve the agenda as presented. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (June 27, 2022)

Trustee Dr. Phyllis Martinez made a motion to approve the amended minutes. Trustee Kenneth Medina seconded the motion. Motion carried.

Approval of the Minutes (July 12, 2022)

Trustee Dr. Phyllis Martinez made a motion to approve the minutes. Trustee Rosalie Ortega seconded the motion. Motion carried.

Public Comment

There was no public comment at the meeting.

The Board of Trustees Updates

1. BOT Updates and Committee Reports

Executive Committee Meeting

The Executive Committee Meeting did not take place.

Committee Meeting

Trustee Mark Dominguez reported that the Finance Committee Meeting met on August 2, 2022. Trustee Dominguez stood in for Louise L. Portillos, in her absence. Also present were Trustee Dr. Phyllis Martinez, Vice President of Finance and Administration Kathy Romero, Interim Vice President of Instruction and Student Services Dr. Dani Day, Georgia Baca, Francina Martinez, and Jessica Flores. Trustee Mark Dominguez reviewed the items discussed:

- Revenue and Expenditures 2022
- The new Vice President of Finance, Kathy Romero was introduced.
- Quarterly reports were discussed
- Staff training in Jenzabar
- Board of Trustees travel reimbursement resolution was proposed
- CDL training, and support to increase CDL training fees to cover fuel and maintenance on vehicles.

Academic Committee Meeting

Chairman Dr. Gilbert Sena reported that the Academic Committee Meeting met on August 2, 2022. Trustee Dianna Medrano was not present. Present were Chairman Dr. Gilbert Sena, Trustee Dr. Phyllis Martinez, Interim Vice President of Instruction and Student Services Dr. Dani Day, and Amanda Lucero, Executive Assistant to the Vice President of Academics and Instruction. Chairman Dr. Gilbert Sena stated some items covered were cross training to include satellites, recruiting for community education, mentorship programs, installing cameras for safety, return to campus, two programs that have been added recently, Mariachi and Drone Piloting. Graduation went well, and the Car Show raised \$6000, showed beautiful cars, and gave trophies made by the Welding Department.

Facilities Committee Meeting

Trustee Kenneth Medina reported the Facilities Committee Meeting took place on August 4, 2022. Present was Trustee Mark Dominguez, Trustee Kenneth Medina, Physical plant Director Matthew Cordova, and Interim Vice President of Instruction and Student Services Dr. Dani Day. The clean up of the campus took 43 days, although they were given 45 days. The cost of cleanup was \$4.5 million, and all was paid for by insurance. Ductwork and underground cleaning took place, and 57 employees worked twelve-hour days, 6 days a week to get it done. President Martinez and Matthew Cordova attended the Northern Region HED Capital Outlay Summer Hearing in Farmington. By September, phase one of the roofing project should begin. Allied Health and the TEC Building are

the top two priority requests this year. Everyone did a great job with Graduation. Trustee Kenneth Medina thanked Dr. Dani Day and Matthew Cordova for all their help.

Personnel Recognition

Dr. Dani Day introduced Kathy Romero as the new Vice President of Finance and Administration.

Shared Governance Report

Dr. Dani Day reported there have been no meetings, therefore there is nothing to report other than Staff Senate's three new Senators: Ray Sanchez, Matt Griego, and Armor Sanchez. Dr. Day stated there is another new senator this week, and will be reported at next month's meeting.

President's Report

Dr. Dani Day reported that the U.S. Forest personnel have vacated the campus. They did a great job cleaning up. Luna is making the news, in a good way, with both radio and print. She spoke about President Martinez being invited to present to local and broader communities, regarding Luna. Dr. Dani Day spoke about the use of funds made from USFS being used for xeriscaping and water catchment. Trustee Dr. Phyllis Martinez suggested the money be used to purchase a marquee board for the hill approaching Luna. Enrollment decline was discussed, and Dr. Dani Day stated full-time enrollment has not decreased, but part-time enrollment has. Non-institutional providers are growing and the non-credit demand has grown. Discussion regarding difficulties with hiring locally in rural communities took place. Local vendors can't meet NM procurement requirements or they don't have the resources to do the job. The set of public relations samples that was put in to packets was discussed as well as radio spots. Trustee Mark Dominguez brought up the subject of President Martinez's work vehicle being unmarked. There is no logo on his vehicle and Trustee Dominguez believes the President's vehicle should have some type of logo or advertisement on it. The first day of NJCAA is tomorrow and scrimmages can begin 8/22/2022. A meeting was held regarding NJCAA-e. NJCAA-e organizes and supports gaming competitions for 2-year college organizations, playing eleven games. The competitive games involve students only. The intermural team can include anyone affiliated with the institution. The Computer Science Instructor, Nichole Collins is the head coach for 2022-2023.

Vice President of Academics and Student Services Report – Dr. Dani Day

Dr. Dani Day stated the Law Enforcement Academy pilot went well. The Early Childhood grant budget has been approved, allowing the preschool and Education program to start using the funds. The Car Show, lead by Anthony Baca was a great success, with 152 car entries, 9 car clubs, and a great deal of participation by many. The show generated \$6000 to put towards scholarships for students affected by the wildfires. Twenty nursing students have been admitted for fall, and Student Success Boot Camp is scheduled for 8/12/2022. The pilot of Luna's summer camp was a success, with eleven students participating. Graduation went well. New student orientation will take place 8/12, and

ACE is developing a Peer Mentor program to augment tutoring. All Rough Rider Community Staff are cross training with Student Support Specialists, Admissions and Registrar’s Office to offer online registration and advisory support. Luna is working with local contractors to get bids for Café’ refurbishing.

Approval of increase in CDL fees – Action Item

Dr. Dani Day explained that the price of fuel has gone up and Luna hopes to expand the CDL program so we can offer classes in Springer, Sant Rosa, and eventually Mora. Federal regulations have a limit on hours to drive; therefore another part-time instructor is needed. The cost of the CDL class would increase from \$2300 to \$2800. After discussion, Trustee Mark Dominguez made the motion to approve the increase in CDL fees. Trustee Kenneth Medina seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Finance and Administration Report – Kathy Romero, VP of Finance

Kathy Romero reviewed her report, stating FY revenues and expenditures reflect activity through the end of July, and the first month of the fiscal year. Expenditures exceeded revenues by \$43,630. She discussed the Quarterly Financial Reports which will be submitted to the Higher Education Department, showing there are no financial issues. Luna continues to work with the auditors to complete the FY21 Audit, and yesterday, 8/8/2022, the college received the approval from OSA for a Contract Amendment. Finance staff attended Jenzabar accounting system training last week, which was beneficial to all.

Approval of 2nd, 3rd and 4th Quarterly Financial Actions Report – Action Item

Kathy Romero reviewed the three reports and after discussion, Trustee Rosalie Ortega made the motion to approve the 2nd, 3rd and 4th Quarterly Financial Actions Report. Madam Vice Chair Dianna Medrano seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Approval of auctioning off three Luna vehicles – Action Item

Kathy Romero did not have information regarding vehicles being discussed. She will review the documents, to put on the Agenda for the next meeting.

After discussion, Trustee Dr. Phyllis Martinez made the motion to table auctioning off three Luna vehicles. Trustee Mark Dominguez seconded the motion.

Chairman Dr. Gilbert Sena called for a roll call vote. Roll call vote is as follows:

Chair Dr. Gilbert Sena	Yes	Trustee Dr. Phyllis Martinez	Yes
Vice Chair Dianna Medrano	Yes	Trustee Kenneth Medina	Yes
Secretary Louise L. Portillos	Yes	Trustee Rosalie Ortega	Yes
Trustee Mark Dominguez	Yes		

Motion carried.

Announcement on Date, Time and Location of Next BOT (Meeting(s))

Chairman Dr. Gilbert Sena announced that the next LCC Regular Board meeting is scheduled for Tuesday, September 13, 2022 @ 10:00 am in the LCC Student Success Center Board Room.

Adjournment

Trustee Rosalie Ortega made a motion for adjournment. Trustee Kenneth Medina seconded the motion.

Motion carried and the meeting adjourned at 12:06 p.m.

Dr. Gilbert Sena, Board Chair

Louise L. Portillos, Board Secretary

Anna Garduño, Recorder